



HASTINGS POLICE DEPARTMENT

101 4th Street East • Hastings, MN 55033-1944
(651) 480-2300 • FAX: (651) 437-1206 • EMAIL: HPD@hastingsmn.gov

Members of the Public – Data Request Form

Date of Request: _____

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both Inspection & Copies

Note: Per MN Statute 13.03 Sub. 3, Inspection of data is free however the charge for copying data is 25 cents per page, if less than 100 pages requested. If 100 pages or more of black & white, letter or legal size paper copies are requested then the Hastings Police Department will require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data, but will not charge for separating public from not public data.

Data Being Requested:

Describe the data you are requesting as specifically as possible.

Case # _____

Officer: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Type of Report: _____

Individual(s) Involved: _____

Other: _____

Contact Information

Name _____

Address _____

Phone Number _____ **Email** _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. The Hastings Police Department will respond to your request as soon as reasonably possible.